

Rental Car Damage Cheat Sheet

The U.S. Government Car Rental Agreement Number 4 (hereby referred to as “the Agreement”), managed by the Defense Travel Management Office (DTMO), governs the rental of vehicles by employees of the Federal Government while in official travel when such rental is authorized by the Government.

1. When renting a vehicle under the terms of the Agreement, the rental car company will maintain in force, at its sole cost, insurance coverage or a duly qualified self-insurance program which will protect the U.S. Government and its employees against liability for personal injury, death, and property damage arising from the use of the vehicle.
2. Neither the Government nor Government renters will be responsible for loss or damage to a rental vehicle. The rental car company, and not the renter or U.S. Government, hereby assumes and shall bear the entire risk of loss of or damage to the rented vehicles (including costs of towing, administrative costs, loss of use, and replacements), from any and every cause whatsoever, including but not limited to casualty, collision, fire, flood, upset, malicious mischief, vandalism, tire damage, falling objects, overhead damage, glass breakage, strike, civil commotion, theft and mysterious disappearance, *except* where the loss or damage is caused by one or more of the following:
 - a. Operation of the vehicle by an authorized driver under the influence of intoxicants or any prohibited drugs, or the damage or loss is caused intentionally by an authorized driver;
 - b. Operation of the vehicle with the consent of an authorized driver by a person *other than* an authorized driver;
 - c. Operation of the vehicle off paved, graded, Federal, state, or professionally maintained roads, or driveways, unless the Rental Company has agreed to such operation in writing at the time of rental
 - d. Reference Car Rental Agreement Number 4 for the entire list of exceptions at:
<http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>
3. The rental car company will inform renters of the process required should an accident or repair become necessary. In the event of a mechanical repair (including loss of keys), the renter should immediately notify the rental location, request a replacement vehicle if necessary, and request instructions for the disposition of the disabled vehicle.
4. When there is an accident involving the rented vehicle, the renter will obtain a police report for the rental car company if one has been made and is reasonably available. The renter will contact the rental car company as soon as practicable after an accident and fill out a rental car company accident report when requested to do so.

Note: In accordance with Federal Travel Regulation (FTR) 301-10.450(d): Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars. Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location. However, if it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of closest fueling station, travelers will be reimbursed for vendor refueling charges.